

# JOB OPPORTUNITY



**AMERICAN EMBASSY KINSHASA**

**An Equal Opportunity Employer**

**Human Resources Office, 498 Ave Lukusa, Kinshasa**

**Phone 081-8806193; e-mail: HRKinshasa@state.gov**

**ANNOUNCEMENT NUMBER: 14-01**

**OPEN TO:** All interested candidates  
**POSITION:** **Health Commodities Logistics Specialist (CLS), FSN-10; FP-5**  
**OPENING DATE:** January 7, 2014  
**CLOSING DATE:** January 21, 2014  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** Information on salary may be obtained from the Human Resources Office  
(Position Grade: FP-5 to be confirmed by Washington)

**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

*The U.S. Embassy in Kinshasa is seeking an individual for the position of Health Commodities Logistics Specialist (CLS) in the USAID Health section.*

## **BASIC FUNCTION OF POSITION**

The timely procurement and distribution of malaria and other health commodities is a key component in the successful achievement of USAID health program objectives. The incumbent's position is a full time position that supports the USAID/DRC Health Office in managing the significant amount of USAID procured commodities in-country. Specifically, the incumbent is responsible for the management of commodities procurement and distribution under the USAID/DRC health portfolio. Support will ensure that commodities procured through the President's Malaria Initiative (PMI), the President's Emergency Plan for HIV/ AIDS Relief (PEPFAR), and other global health initiatives are managed in an efficient, transparent, and sustainable way to help improve the lives of the Congolese population.

Under the PMI program, USAID/DRC will procure large quantities of malaria commodities, including bed nets, malaria prevention and treatment therapies, rapid diagnostic tests, and microscopes. Additional health commodities will be procured on a regular basis to support USAID/DRC's health activities. They include, but are not limited to: essential medicines, anti-tuberculosis drugs, antiretroviral drugs, contraceptives, HIV test kits, water purifying products and various laboratory supplies. The Mission will procure commodities in partnership with USAID/Washington mechanisms such as DELIVER, Strengthening Pharmaceutical System (SPS), Supply Chain Management System (SCMS), and the Central Contraceptive Procurement (CCP).

The incumbent is responsible for working closely with the Government of DRC supply chain management system to ensure U.S. government procured commodities are taken into account in the commodities pipeline and are distributed as planned. The incumbent works hand-in-hand with USG implementing partners to strengthen commodities distribution.

The position will require extensive travel within DRC to design, monitor, and evaluate program activities.

*A copy of the position description listing all duties and responsibilities is available in the Human Resources Office.*

## **QUALIFICATIONS REQUIRED**

*NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.*

**Education:** A minimum of a Bachelor degree in logistic management or equivalent is required.

**Experience:** Five years of progressively responsible professional-level experience in the field of public health is required; including experience in health commodities supply chain management. At least three years of this experience should have been in development assistance programs. Substantive experience in analyzing data and presenting findings in written or oral form and managing funds is also required.

**Language Proficiency:** Level III (good working knowledge) English and level IV French is required.

**Knowledge:** The incumbent must have a thorough knowledge of the principles, concepts, techniques and accepted procedures of program management, evaluation, reporting and budgeting. Also, an excellent knowledge of DRC challenges, development perspectives, objectives and priorities, particularly in health and population issues is required

**Skills and Abilities:** The incumbent must possess excellent interpersonal skills and be able to communicate effectively, both in speech and writing, with government technical officers, donor counterparts, and implementing partners. Must have the ability to conceptualize, manage and evaluate activities. S/he must have ability to operate efficiently word processors, office information systems and personal computers. Also, s/he must have good writing skills for purposes of reporting to USAID/Washington, and preparing reports, memoranda, etc.

## **SELECTION CRITERIA**

When equally qualified, US Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy. Currently employed US Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule. The candidate must be able to obtain and hold security and medical clearance.

### **TO APPLY**

Interested applicants for this position must submit the following or the application will not be considered:

Application for U.S. Federal Employment, [DS-174 - Job Application Form](#) or

1. A current resume or curriculum vitae that provides the same information as a DS-174;
2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
3. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## **DEFINITIONS**

1. AEFM: A U.S. citizen, at least 18 years of age, who is eligible for employment on a Family Member Appointment (FMA) provided s/he::
  - Is listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority.
  - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safe haven abroad, or alternate safe haven abroad; and
  - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. EFM: Family members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
3. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.
4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

***The US Mission is an equal opportunity employer.***

**CLOSING DATE:** January 21, 2014

Drafted: HR: WBULU

Cleared: USAID: KSARSOK (email)

Approved: A/HRO: HMULLER